

DD/M&S Registry
File 0 + M 1-4

Administrative - Internal Use Only

DD/M&S 74-2608

12 JUL 1974

MEMORANDUM FOR: Director of Security

SUBJECT : FY 1975/1976 DCI and Deputy Director
Level Objectives

REFERENCE : Memo dtd 28 May 74 to DD/M&S fr Acting
Director of Security; subj: Office of
Security FY 1975/1976 Objectives
(DD/M&S 74-1904)

At the 2 July 1974 Office of Security Management
Conference our respective planning staffs were tasked with
developing an agreed-upon set of objectives for FY 1975/76.
The attached list represents the agreed-upon objectives
you are responsible for achieving in FY 1975/76.

/s/ John F. Blake

John F. Blake
Acting Deputy Director
for
Management and Services

Attachment as stated.

DDM&S/PS:MJR:kbp ☐ (12 July 74)
Distribution:

STAT

- Orig - Adse w/Att.
- 1 - DDM&S Subject w/Att & Ref
- 1 - DDM&S Chrono
- 1 - PS w/Att.

MORI/CDF Pages 20 thru 25 & 29
& 30.

Administrative - Internal Use Only

Administrative - Internal Use Only

OFFICE OF SECURITY

FY 1975/1976 OBJECTIVES

DCI Level

- A57101 Develop during FY 1975, for the major services performed by the Office of Security, systems to provide an efficient costing methodology applicable to users of such services, so that these users will ultimately become aware of the costs involved.
- A57102 Install in the Headquarters building by the end of FY 1975 the initial operational software and hardware components of a Security Access Control System (badge machine) that when fully implemented will reduce the possibility of unauthorized building access, and ultimately save about \$56,000 per year in guard costs.
- A57103 Develop by 30 June 1975 a proposal which identifies options (with cost effectiveness analysis as backup) for improving the physical security of the Headquarters compound through the possible location or development of perimeter alarms, low light level closed circuit television, automated passenger vehicle entry controls, and other equipments, techniques, and procedures.
- A57104 By 31 December 1974 have in operation the CENBAD and OSCCAR systems, as agreed to between Office of Joint Computer Support and Office of Security.
- A67101 Design, test, and have in operation the Community Limited Access Intelligence Register (CLAIRE) system according to the following schedule*: X+2 months - define detailed design specifications; X+6 months - install three (3) prototype terminals in CIA for test period; X+12 months - system operational in CIA; X+24 months - system operational in Intelligence Community and consumer environment.
- *X refers to the date when final DCI approval is given and funding is made available for CLAIRE development.

Administrative - Internal Use Only

Administrative - Internal Use Only

-2-

DD/M&S Level

- B57101 Complete by 31 March 1975 a review of all Agency security policy to assure that its foundation is accurate, valid, up-to-date, and practical, and make recommendations for appropriate changes.
- B57102 Complete by 30 April 1975 a review of the worldwide Hostile Audio Threat and of the progress made in controlling it, to include appropriate recommendations concerning the future nature and scope of the Agency's technical security program.
- B57103 Complete during FY 1975 a study of the impact of a prohibition of the non-operational use of the polygraph and similar techniques and develop alternatives to the polygraph in the investigation and adjudication of non-operational cases.
- B57104 Review and validate by 30 June 1975 in the light of updated requirements all Office of Security functions, activities, and organizational structures and responsibilities to ensure their continuing effectiveness, economy, and efficiency.
- B67101 Implement completely by 30 June 1976 an updated Agency program to control Top Secret and other accountable material to include in all probability an automated control system.

OBJECTIVES OF OTHER OFFICES REQUIRING OFFICE OF SECURITY COORDINATION:

OMS B57204

By 30 June 1975, with the aid of the OMS/BSS program, develop procedures -- including appropriate "sensing devices" -- for assuring the present fluid nature of behavioral norms in our society is appropriately considered in the selection of new employees. (OMS is action agent with OP and OS assistance.)

OL B57805

By 30 November 1974 report on the impact of the energy crisis on the disposal of classified waste. (OL is action agent with assistance from OS.)

Administrative - Internal Use Only

Administrative - Internal Use Only

-3-

OP B57602

By 31 December 1974, in conjunction with OS and OMS, reduce the pre-employment process to less than 60 days for high priority and minority applicant cases. (Pre-employment process means from receipt of Form 1152, Appointment Action, in Staff Personnel Division to receipt of full medical and security approvals. Applicant Review Panel cases are excluded from this objective.)

Administrative - Internal Use Only

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

74-1904

26 MAY 1974

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Office of Security FY 1975/76 Objectives
REFERENCE : Memorandum from Deputy Director for
Management and Services, dated
13 May 1974, Subject: Management
Conference--FY 1975 (DDM&S 74-1551)

1. Action Requested: This memorandum solicits your approval in principle to revise the DCI and Deputy Director level objectives of the Office of Security for FY 1975/76 and requests that you schedule a special meeting to discuss these proposed revisions.

2. Background:

(a) Reference transmitted copies of the approved DCI and Deputy Director level objectives of the Office of Security for FY 1975/76. These objectives were formulated by the Director of Security and yourself through an earlier meeting in February 1974.

(b) Notwithstanding our earlier agreement and the fact that most of the DCI and Deputy Director level objectives were based on Office of Security submissions, both these submissions and our earlier agreement were made before the full benefit of a year of Management-By-Objective planning conferences was appreciated.

(c) Reflection upon the implementation of Management-By-Objective and its accompanying bi-monthly meetings over the past year suggests that lessons learned in this period be applied to the application of MBO in FY 1975. Among the lessons are: a few good objectives are better than several inferior ones; measurable milestones are a

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

ADMINISTRATIVE-INTERNAL USE ONLY

necessary ingredient to permit objectives to be tracked; objectives whose initiation depends on the actions of other components or agencies frequently encounter repetitive slippages.

(d) The Office of Security, in committing itself to the MBO approach, is taking steps to strengthen its planning and programming activity and to insure that this activity is fully coordinated on a continuing basis with program managers.

3. Staff Position:

(a) In the light of the lessons learned in tracking FY 1974 objectives, a review of the agreed 1975/76 objectives has been made by the program managers of the Office of Security. This review suggests that the objectives as defined in reference are inadequate to permit meaningful tracking in the year ahead. Some are not clearly defined or understood; at least one is totally imprecise. Many are difficult to measure. A few are overlapping, duplicative, or already accomplished.

(b) Since the original casting of these objectives, three new ones have been identified; one of specific interest to the DCI; two others of possible interest to you. A few of those objectives contained in reference are no longer considered worthy of tracking at the Deputy Director level.

(c) Before beginning our series of management conferences for FY 1975, indeed before FY 1975 begins, program managers in the Office of Security believe that our objectives need to be recast.

(d) Attached is a suggested revision of Office of Security FY 1975/76 objectives to be tracked at the DCI and Deputy Director levels. This revised listing in our opinion constitutes a group which not only represents significant action-oriented goals but specifically defines measurable objectives.

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

4. Recommendation: It is recommended that you:

(a) Approve in principle the recasting of Office of Security FY 1975/76 objectives;

(b) Schedule a meeting at your earliest convenience to discuss specifically the suggested revisions in our objectives.



STAT

Acting Director of Security

Attachment

APPROVED: See memo dtd 12 JUL 1974 for D/Sec fr A-DD/M&S (DD/M&S 74-2608)

DISAPPROVED: _____

Distribution:

Orig - Return to OS
2 - DDM&S Chrono, Subject

ADMINISTRATIVE-INTERNAL USE ONLY

TAB

ADMINISTRATIVE-INTERNAL USE ONLY

PROPOSED REVISION

OFFICE OF SECURITY FY 1975/76 OBJECTIVES

DCI LEVEL

- #1 Develop during FY 1975, for the major services performed by the Office of Security, systems to provide an efficient costing methodology applicable to users of such services, so that these users are aware of the costs involved.
- #2 Install in the Headquarters building by the end of FY 1975 the initial operational software and hardware components of a Security Access Control System (badge machine) that when fully implemented will reduce the possibility of unauthorized building access.
- #3 Design, test, and have in operation the Community Limited Access Intelligence Register (CLAIRE) system according to the following schedule*: X+2 months - define detailed design specifications; X+6 months - install three (3) prototype terminals in CIA for test period; X+12 months - system operational in CIA; X+24 months - system operational in Intelligence Community and consumer environment.

DEPUTY DIRECTOR LEVEL

- #1 Complete by 31 March 1975 a review of all Agency security policy to assure that its foundation is accurate, valid, up to date, and practical, and make recommendations for appropriate changes.

*X refers to the date when final DCI approval is given and funding is made available for CLAIRE development.

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

- #2 Complete by 30 April 1975 a review of the world-wide Hostile Audio Threat and of the progress made in controlling it, to include appropriate recommendations concerning the future nature and scope of the Agency's technical security program.
- #3 Complete during FY 1975 a study of the impact of a prohibition of the non-operational use of the polygraph and similar techniques and develop alternatives to the polygraph in the investigation and adjudication of non-operational cases.
- #4 Review and validate by 30 June 1975 in the light of updated requirements all Office of Security functions, activities, and organizational structures and responsibilities to insure their continuing effectiveness, economy, and efficiency.
- #5 Develop in FY 1975 plans for the conversion to the metric system, so that within six months of any Congressional adoption of metric legislation, conversion can be initiated.
- #6 Implement completely by 30 June 1976 an updated Agency program to control Top Secret and other accountable material to include in all probability an automated control system.

OBJECTIVES OF OTHER OFFICES REQUIRING OFFICE OF SECURITY COORDINATION

- #1 OMS B57204 - By 30 June 1975, with the aid of the OMS/BSS program, develop procedures -- including appropriate "sensing devices" -- for assuring the present fluid nature of behavioral norms in our society is appropriately considered in the selection of new employees.
(OMS is action agent, with OP and OS assistance.)

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

- #2 OL B57805 - By 30 November 1974 report on the impact of the energy crisis on the disposal of classified waste.
(OL is action agent with assistance from OS.)

- #3 OP B57602 - By 31 December 1974, in conjunction with OS and OMS, reduce the pre-employment process to less than 60 days for high priority and minority applicant cases. (Pre-employment process means from receipt of Form 1152 (appointment action) in Staff Personnel Division to receipt of full medical and security approvals. Applicant Review Panel cases are excluded from this objective.)

- #4 OJCS A66501 - By 30 June 1976 have the priority MAP systems agreed to between OJCS and M&S Offices operating.
(With respect to the OS this objective relates to the implementation of CENBAD and OSCCAR.)

CONFIDENTIAL

DD/M&S Registry
File OFMI-4

DD/M&S 74-1551

13 MAY 1974

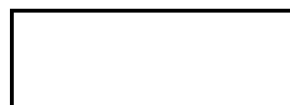
MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, ISAS
Chief, CIA Historical Staff

SUBJECT : Management Conferences - FY 1975

REFERENCE : DD/M&S Administrative Instruction No. 73-17
dated 13 July 1973

1. After considering alternative suggestions, I have decided to schedule quarterly management conferences to review objectives during FY 1975. The instructions contained in Reference for submission of pre-conference materials will continue to apply as they have during FY 1974.

2. While conferences during FY 1975 will focus primarily on DCI and Deputy Director level objectives and related action plans, there may be occasions when it would be useful to review and discuss the status of your Office level objectives. With that in mind, and as a matter of general information and interest, you are requested to submit a list of your FY 1975 and FY 1976 Office level objectives by 1 June 1974. Action plans for Office level objectives need not be submitted unless or until one or more of them is placed on the agenda for discussion at a quarterly conference. Office level objectives should be scheduled for review whenever there is a problem having inter-Office or inter-Directorate implications which you think I should know about or be able to assist with resolving.



25X1

CONFIDENTIAL

CONFIDENTIAL

-2-

3. Attached are the agreed upon DCI and Deputy Director level objectives you are responsible for achieving and reporting on during the FY 1975 conferences. Copies of DCI and DD level objectives for all other Offices of the Directorate are also attached for your information.

4. The DD/M&S Plans Staff will transmit to and discuss with your Planning Officers procedural aspects including: FY 1975 management conference schedule; explanation of the objectives numbering system; and my preferred action plan/milestone chart format for reporting purposes.

/s/ Harold L. Brownman

HAROLD L. BROWNMEN
Deputy Director
for
Management and Services

Atts.

DDM&S/PS:MJR:kp/ ☐ (1 May 74)

Distribution:

- 0 - D/OC w/Atts.
- 1 - Ea other adse w/Atts.
- 1 - DDM&S Subject w/Atts.
- 1 - DDM&S Chrono w/Atts.
- 1 - PS w/Atts.

25X1

CONFIDENTIAL

~~CONFIDENTIAL~~

Attachment to
DD/M&S 74-1551

Office of Communications
FY 1975/76 Objectives

DCI Level

- A57901 Develop during FY 1975, for the major services performed by Office of Communications, systems to provide an efficient costing methodology applicable to the users of such services. (The goal is to make users aware as to what services cost rather than have them actually budget for the services.)
- A57902 During FY 1975-76 undertake the upgrading and expansion of the Agency secure voice system, particularly in the Washington Metro area. This effort will include an investigation of alternatives, developing cost/benefit analyses for each, with a recommended course of action for management consideration. The ultimate goal is to provide a secure voice instrument on each officer's desk.
- A57903 By 30 June 1975 OC will complete the conversion of approximately 15% (20 terminals installed) of the High Frequency radio communications network to the SKYLINK network.
- A67901 By 30 June 1976 approximately 21% (30 terminals installed) of the High Frequency communications network will be converted to the SKYLINK network.

Deputy Director Level

- B57901 By 31 March 1975 develop a contingency plan for alternative backup for the SKYLINK system.
- B57902 With the aid of PMCD evaluate from a zero base the continued justification for the 87 contract positions assigned to the [REDACTED] Present the results of the study by 31 March 1975. (Joint with Office of Personnel)
- B57903 Beginning in FY 1974, OC will undertake the automation of the Headquarters cable dissemination function. For the current and next two fiscal years, the estimated cost of attaining this objectives includes FY 1974 - \$1,300,000; FY 1975 - \$850,000; and FY 1976 - \$850,000.

25X1

25X1

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

-2-

- B57904 In FY 1975 OC will begin replacement of obsolescent teletype equipment at field installations with Computer Assisted Field Terminals (CAFT). Three systems are to be installed in FY 1975 and six additional system procured. Estimated cost: \$325,000.
- B57905 In FY 1975, OC will study the requirements for and feasibility of further automating field terminals beyond the capability of CAFT, and if feasible, prepare an implementation program (AFT).
- B57906 Should the Congress so act in FY 1975, develop plans for conversion to the metric system within six months after Congress acts on metric legislation.

Action plans for the following objective require OC coordination:

Logistics B57806. By 30 November 1974 present a report of the first year impacts of the energy crisis on all Agency facilities, travel, transportation, etc., [redacted] and foreign. (OL is action agent, but with assistance from OC, OP re CPB and SSA/DDM&S concerning DDO related foreign impacts.)

25X1

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Attachment to
DD/M&S 74-1551

Office of Finance
FY 1975/76 Objectives

DCI Level

- A57701 Develop during FY 1975, for the major services performed by OF, systems to provide an efficient costing methodology applicable to the users of such services. (The goal is to make users aware of what services cost, not to have them actually budget for the services.)
- A67701 By 30 June 1976 have the priority MAP systems agreed to between OJCS and OF in operation.

Deputy Director Level

- B57701 Complete actuarial evaluation of CIARDS before 30 June 75.
- B57702 Make, during FY 1975, a comprehensive performance evaluation of payroll activities including an evaluation of customer satisfaction with the present services.
- B57703 Implement techniques developed in 1974 pilot program for utilization of contractors' records for determining the scope of audit for all cost-plus-fixed-fee contracts (FY 1975).
- B57704 Implement payrolling productivity improvement program as follow-on to work measurement techniques developed in FY 1974.
- B57705 Complete compilation and publication of a "Decision Digest" comprising significant policy decisions by the Director of Finance, General Counsel, Comptroller General, and other management officials which relate to general financial entitlements of employees (FY 1975).
- B57706 During FY 1975, in conjunction with the Area Divisions, conduct in-depth surveys of the quantity and quality of support which organization field installations are receiving from the State Department in relation to reimbursements being made for such support.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

- 2 -

- B57707 During FY 1975 identify the areas in which the scope of CSAD pre-award and post-award contract audit services should be modified or expanded to meet the needs of Agency procurement officials; establish methods of providing CSAD with periodic feedback on the value of services provided and suggestions for further improvements.
- B57708 Develop arrangements during FY 1975 with one or more of the large international banks to provide on-the-job orientation for selected professional finance careerists in facets of international finance and monetary operations.
- B57709 Should the Congress so act in FY 1975, develop plans for conversion, where applicable, to the metric system within six months after the enactment of such legislation.

Action plans for the following objective require OF coordination:

- OTR A57503. Develop by 30 June 1975 a curriculum of accounting, budgeting, and financial management courses tailored to Agency requirements (e.g., a key executives Budget Management Seminar) with initial offering to be made in the first quarter of FY 1976.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Attachment to
DD/M&S 74-1551

Office of Joint Computer Support
FY 1975/76 Objectives

DCI Level

- A56501 Develop during FY 1975, for the major services performed by OJCS, a system to provide an efficient costing methodology applicable to the users of such services. (The goal is to make users aware of what services cost, not to have them actually budget for the services.)
- A56502 During FY 1975 and again in FY 1976 OJCS should plan for 20% increase in computer processing workload; a 5% increase in OJCS personnel resources; and a 10% increase in OJCS capital equipment resources. (Same percentage increases apply to FY 1975/FY 1974 and FY 1976/FY 1975.)
- A56503 In cooperation with the Office of the Comptroller, publish a Headquarters Regulation setting forth policy, responsibilities, and procedures concerned with the approval of Automatic Data Processing (ADP) proposals and the procurement of ADP equipment and services by 30 July 1974. (Joint with OL)
- A56504 By 31 January 1975 have the planned Data Access Centers (DAC) (Headquarters, Ames and Key) ready for operation.
- A66501 By 30 June 1976, have the priority MAP systems agreed to between OJCS and M&S Offices operating through the DAC's.
- A66502 Put into full operation by 1 January 1976 a mass storage system (ORACLE) for storing at least 200 billion bits of data on-line.

Deputy Director Level

- B56501 Develop a financial plan for capital equipment for the five year period 1974-1978.
- B56502 Develop in-house competence for maintaining and tuning GIM II system software by February 1975.

25X1

~~CONFIDENTIAL~~

CONFIDENTIAL

-2-

B56503 Should the Congress so act in FY 1975, develop plans for conversion to the metric system within six months after enactment of the legislation.

Action plans for the following objectives require OJCS coordination:

M&S Offices regarding MAP.

OTR B67503. Redesign the Agency Training Record by December 1975 to: collect relevant course data for a statistical data base; assist the registration process; and provide reports as required. (OTR is action agent with assistance from OJCS.)

CONFIDENTIAL

Page Denied

Next 1 Page(s) In Document Denied

~~CONFIDENTIAL~~

Attachment to
DD/M&S 74-1551

Office of Medical Services
FY 1975/76 Objectives

DCI Level

- A57201 Develop during FY 1975, for the major services performed by OMS, systems to provide an efficient costing methodology applicable to the users of such services. (The goal is to make users aware of what services cost, not to have them actually budget for the services.)
- A67201 By 30 June 1976 have the priority MAP systems agreed to between OJCS and OMS in operation.

Deputy Director Level

- B57201 Plan during FY 1974 in consultation and coordination with the Directors of Personnel and Training and other Agency elements as appropriate, and be prepared to service four to six requests during FY 1975, such as the establishment of an assessment program for the identification of potential managers; an executive development program for future managers; surveys of the employee population to determine perceptions, attitudes, satisfactions, etc.; and offer assistance as required to the individual career services.
- B57202 Through the Multiphasic Testing/Periodic Health Examination program provide in FY 1975 screening to 500 more (2,000 in FY 1975 vs. 1,500 in FY 1974) Agency employees not now seen on any recurring basis. Evaluate results and add to FY 1974 data base for evaluation of the system. (Joint with OJCS)
- B57203 By the end of FY 1975, with the assistance of the DD/M&S, utilize the Assessment Center technique to identify future leaders/managers in one Office (division in the DDO) of each Directorate.
- B57204 By 30 June 1975, with the aid of the OMS BSS program, develop procedures -- including appropriate "sensing devices" -- for assuring that the present fluid nature of behavioral norms in our society is appropriately considered in the selection of new employees. (Joint with OS and OP)

E2 IMPDET
CL BY 007054

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

- 2 -

- B57205 Through the auspices of the BSS program, arrange for the CIA Management Committee to examine some aspects of the Agency's subculture during FY 1975. Areas to be considered are: (1) to examine the impact of technology, especially computers, on the way people work and the resultant impact on Agency effectiveness; (2) to conduct a study as to whether or not there will be problems in preparing the Agency to accept minorities; (3) to conduct a study to determine the effect of anonymity on Agency personnel; and (4) to examine the psychological impact on staff-type personnel converted to non-official cover (this study would include inputs from Agency Regional Medical Officers as appropriate).
- B57206 Perform in FY 1975 at least 1,000 Annual or Executive Examinations with the actual number to be determined by the reconciliation of accounting under this program with the Multiphasic Testing and Periodic Health Examination Program.
- B57207 Should the Congress so act in FY 1975, develop plans for conversion to the metric system within six months after enactment of such legislation.

Action plans for the following objective require OMS coordination:

- OP B57602. By 31 December 1974, in conjunction with OS and OMS, reduce the pre-employment process to less than 60 days for high priority and minority applicant cases. (Pre-employment process means from receipt of Form 1152 (appointment action) in Staff Personnel Division to receipt of full medical and security approvals. Applicant Review Panel cases are excluded from this objective.)

~~CONFIDENTIAL~~

Page Denied

Next 1 Page(s) In Document Denied

~~CONFIDENTIAL~~

Attachment to
DD/M&S 74-1551

Office of Security
FY 1975/76 Objectives

*Deputy Director's 74-2608
for changes*

DCI Level

- A57101 Develop during FY 1975, for the major services performed by the Office of Security, systems to provide an efficient costing methodology applicable to users of such services. (The goal is to make users aware of what services cost rather than have them actually budget for the services.)
- A57102 To install by the end of FY 1975 an access control system (badge machine) to further reduce the possibility of unauthorized entrance to the Headquarters building and ultimately save about \$56,000 per year in guard costs.
- A57103 Develop by 30 June 1975 a comprehensive plan which identifies ways of improving the physical security of the Headquarters compound through the location or development of a family of superior perimeter alarms, low light level closed circuit TV's and a system for the automated control of passenger vehicle entry. These security devices should achieve a resource savings through reduced building security requirements for interior vault construction and security containers.
- A57104 By 31 March 1975 have devices which will provide the principal physical security safeguards using secure doors, locks and safes in lieu of erecting masonry walls in future construction (after 1 April 1975) of secure areas in the Headquarters building.
- A67101 By 30 June 1976 have the priority MAP systems agreed to between OJCS and OS in operation.

Deputy Director Level

- B57101 Prepare a yearly report beginning with FY 1975 analyzing the world-wide hostile audio threat and progress made in controlling it.

25X1

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

- 2 -

- B57102 By 30 April 1975 conduct a joint review with the DDO (tied to the audio threat assessment) of the Agency's technical security program. Recommend whether the program should be reduced in scope and concentrated only on highly vulnerable Agency facilities.
- B57103 In the absence of any currently developed and superior mechanical alternatives to the polygraph, to complete during FY 1975 a study of the impact of a Congressional prohibition on the use of the polygraph and develop possible alternatives to the polygraph as an investigative tool.
- B57104 To complete during FY 1975 a study of the impact of the gasoline shortage and other aspects of the energy crisis on present field investigation and operational support methodology and develop possible alternatives.
- B57105 To actively participate wherever possible during FY 1975 in a national level review of statutory and regulatory requirements for clearance actions and to review all procedures in the investigative and appraisal areas to assure continued high quality effort designed to improve the security of classified information through the personnel security selection process, and to identify, study and qualify all possible avenues to further streamline procedures in order to realize best possible efficiencies and economies.
- B57106 To review and revalidate during FY 1975 each category of operational support in terms of those which should be retained, those which should be eliminated and those which should be handled by the benefiting operation components.
- B57107 To improve during FY 1975 compartmentation security systems and procedures.
- B57108 To explore during FY 1975 in conjunction with ORD/DDS&T means of preventing the unauthorized xerographic reproduction of classified materials.
- B57109 Should the Congress so act, in FY 1975, develop plans for conversion to the metric system within six months after Congress acts on the metric legislation.
- B67101 To fully implement during FY 1976 an automated control system for Agency Top Secret and other accountable material.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

- 3 -

Action plans for the following objectives require OS coordination:

- OMS B57204. By 30 June 1975, with the aid of the OMS/BSS program, develop procedures -- including appropriate "sensing devices" -- for assuring the present fluid nature of behavioral norms in our society is appropriately considered in the selection of new employees. (OMS is action agent, with OP and OS assistance.)
- OL B57805. By 30 November 1974 report on the impact of the energy crisis on the disposal of classified waste. (OL is action agent with assistance from OS.)
- OP B57602. By 31 December 1974, in conjunction with OS and OMS, reduce the pre-employment process to less than 60 days for high priority and minority applicant cases. (Pre-employment process means from receipt of Form 1152 (appointment action) in Staff Personnel Division to receipt of full medical and security approvals. Applicant Review Panel cases are excluded from this objective.)

~~CONFIDENTIAL~~

Page Denied

Next 1 Page(s) In Document Denied

CONFIDENTIAL

Attachment to
DD/M&S 74-1551

CIA Historical Staff
FY 1975 Objectives

DCI Level

A57004 Develop during FY 1975, for the major services performed by the History Staff, system(s) to provide an efficient costing methodology applicable to the users of such services. (The goal is to make users aware of what services cost rather than have users actually budget for the services.)

Deputy Director Level

- B57005 During FY 1975 evaluate the progress and fix deadlines for completion of research, chronologies, and a set number of chapters for each writer/researcher assigned to one of the 17 topics approved by the Management Committee.
- B57007 During FY 1975 continue the oral history program interviews begun in FY 1974, evaluate oral contributions and revise list of oral history interviews to be conducted in FY 1975-76.
- B57008 During FY 1975 integrate the History Staff holdings with the Agency Archives system (Joint with ISAS).
- B57009 During FY 1975, in coordination with the Deputy Directors, establish firm guidelines for use of Agency histories by Studies in Intelligence and the Office of Training.
- B57010 During FY 1975 review declassification procedures for Agency histories against the contingency that we may be required to release some histories, sooner rather than later. (Joint with ISAS)
- B57011 In FY 1975 establish a small, unclassified reference room of reading and mementos for general Agency use.

25X1

CONFIDENTIAL

Attachment to
DD/M&S 74-1551

ISAS FY 1975/76 OBJECTIVES

DCI Level

- A57001 Develop during FY 1975, for the major services performed by ISAS, systems to provide an efficient costing methodology applicable to the users of such services (the goal being to make users aware as to what services cost rather than have users actually budget for the services).
- A57002 Manage Agency utilization of copier/duplicator equipment, including rentals and supplies, to achieve an overall cost reduction of eight percent, measured in terms of 1973 dollars. At the same time, identify and quantify the users of such equipment, and from this data, devise an equitable and efficient costing methodology applicable to the users. These same goals will carry forward into FY 1976.
- A57003 By the end of FY 1975 establish three experimental Word Processing Centers in the Metro Washington area.
- A67001 During FY 1976 evaluate the costs and benefits of the Word Processing Centers and present recommendations on the future utilization of WPC's by the Agency by 30 April 1976.

Deputy Director Level

- B57001 During FY 1975 reduce the level of paper consumption within the Agency by five percent per capita. (Joint with OL)
- B57002 Establish a stringent forms review program to eliminate duplicate or redundant forms. The goal for FY 1975 will be to reduce the forms inventory by five percent while simultaneously increasing the use of standard forms by two percent. These same goals will carry forward into FY 1976.
- B57003 By 31 March 1975 complete a study and present a recommended solution and alternatives regarding the problems of the current Agency correspondence system.

~~CONFIDENTIAL~~

- 2 -

- B57004 During FY 1975 ensure that, on average, the Agency's Records Management Officers provide the Agency with a return on investment equal to the salaries paid all RMO's.
- B57005 Should the Congress so act in FY 1975, develop plans for conversion to the metric system within six months after Congress acts on the metric legislation.
- B67001 During FY 1976, on average, ensure Agency RMO's give the Agency a 150% return on investment.

Action plans for the following objectives require ISAS coordination:

- History Staff B57007. During FY 1975 integrate History Staff holdings with the Agency Archives system.
- B57009. During FY 1975 review declassification procedures for Agency histories against the contingency that we may be required to release some histories, sooner rather than later.

~~CONFIDENTIAL~~

Approved For Release 2006/09/08 : CIA-RDP84-00780R005800110003-6

Page Denied